

From: BAI P/S – Operation & Township  
Batang Ai Power Station  
95900 Lubok Antu, Sri Aman  
Sarawak, Malaysia

Our Reference:

Date: 12 September 2012

To: Sr. Manager (P&C),  
Level 8, Wisma SEB,  
The Isthmus,  
93700 Kuching, Sarawak, Malaysia

Dear Sir/ Madam,

**TENDER FOR 1-YEAR CONTRACT FOR THE MAINTENANCE AND SERVICING  
OF AIR CONDITIONERS AT BATANG AI POWER STATION AND TOWNSHIP**

**Tender Ref: BAI 26/2013/TN**

You are cordially invited to participate in the tender.

Tender is opened to UPK-registered contractors under Works Class F or above Head V, subhead 3 to quote for the 1 year contract for the maintenance and servicing of air conditioners at Batang Ai Power Station and Township.

Please refer to **Tender Document** for the instruction and conditions to tender.

Tenders are to be submitted in sealed envelope marked:

- 1) **“Confidential: TENDER FOR 1-YEAR CONTRACT FOR THE MAINTENANCE AND SERVICING OF AIR CONDITIONERS AT BATANG AI POWER STATION AND TOWNSHIP”**
- 2) **Tender Ref.:**
- 3) **“Closing date and Time: 10.07.2013 at 3:00pm”**

addressed to

SESCO Tender Box  
SESCO Sri Aman Regional Office,  
Jalan Sim Kim,  
P.O.Box 3,  
95007 Sri Aman.

and to reach the Tender Box addressed above on or before 24 October 2012 at 3:00pm.

Yours faithfully,

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(Encharang Ngtingih)  
for Group Managing Director

## Instruction to Tenderer

- 1.0 This contract referred to as  
“Tender for 1-year contract for the maintenance and servicing of air-conditioners at Batang Ai Power Station and Township”.  
The Tender Reference No. is BAI 26/2013/TN
- 2.0 No alteration is to be made in the Form of Tender except in filling in the blanks as directed. If any such alteration be made or if this instruction be not fully complied with, the tender may be rejected.
- 3.0 Tenderer must be registered with Unit Pendaftaran Kontraktor (UPK) under Head V Subhead 3. Certified true copies of Bumiputera Status Certificate (if applicable) must be furnished.
- 4.0 The Tenderer will be deemed to have visited the site to ascertain local conditions under which the maintenance and servicing works are to be executed and thus the Tender Price must include all incidental and contingent expenses. No claims will be entertained on the ground of lack of knowledge of the site conditions or any difficulty that may arise in respect with the entirety of the work specified.
- 5.0 The Tenderer’s particular attention is drawn to the fact that the Tender Price must include for all costs associated with labour including the cost of any incentives to attract and retain the necessary labour on site to meet the requirements of the tender. The Tenderer’s attention is further directed to the fact that the Tender Price must include for all increases in the cost of labour and material.
- 6.0 SESCO will not be responsible for or any expenses or losses which may be incurred by Tenderer in the preparation of his Tender.
- 7.0 SESCO does not bind itself to accept the lowest or any Tender, nor to assign any reason for the rejection of any Tender.
- 8.0 However if the Tenderer withdraws or modifies his tender during the bid validity period or after having been awarded the contract, the Company will impose the following:
  - a. Bid Bond shall be forfeited.
  - b. Where if there is no Bid Bond
    - (i) 20% loading on the tender prices shall be imposed on all of the tenderer future tenders’ submission for a period of two consecutive years, for the first offence.
    - (ii) Barring the Tenderer from tendering for a period of 3 consecutive years for the second offence.
    - (iii) For any subsequent offence the Tenderer, whether participating in his own name or using a company as a guise or using non-participating partners of shareholders in any company whatsoever shall not be allowed to participate in any future tenders and his name and/or the offending company shall be permanently struck off from SESCO’s Contractor/Supplier Register.

- 9.0 The Tender must remain valid and open for acceptance for a period of 90 days from the closing date of the Tender.
- 10.0 The Tenderer should supply evidence to show that the competence of the organization to undertake the type of works specified, together with details of specified staff. When the Tenderer intends to employ more specialized staff, this should be separately mentioned.
- 11.0 One set of tender marked “Confidential” is to be submitted in sealed cover which should be clearly marked “Tender for 1-year contract for the maintenance and servicing of air-conditioners at Batang Ai Power Station and Township” but should bear no writing on the outside of the cover which would enable the Tenderer to be identified. This set cover should then be dispatched to:-

SESCO Tender Box  
SESCO Sri Aman Regional Office,  
Jalan Sim Kim, P.O.Box 3,  
95007 Sri Aman.

and to reach him on or **before 10 July 2013 at 3:00pm.** (NB: The Tender is to keep one set for his own reference)

- 12.0 Tender document is obtainable from our Batang Ai Power Station, SESCO Sri Aman Regional Office or Purchasing & Procurement Division, 8<sup>th</sup> Floor, Wisma SEB, The Isthmus, Kuching during office hours at a non-refundable fee of RM50.00 per set.
- 13.0 Tenders received prior to the time of opening will be securely kept unopened. Tenders received after the time of opening will be rejected. SESCO bears no responsibility for premature opening of Tenders not properly addressed or identified.
- 14.0 The Tender or any Tenderer who has not conformed to the foregoing instructions will not be considered.
- 15.0 The official currency for this Tender shall be in Ringgit Malaysia and all rates and prices shall be quoted in this currency.
- 16.0 Tenderers requiring clarification on the Tender Document may contact the office during office hours through:
- The Station Manager,  
Batang Ai Power Station  
Lubok Antu, 95900 Sri Aman  
Telephone : 083-584166/7  
Fax : 083-584196
- 17.0 All recipients of this document for the purpose of submitting a Tender (whether they submit a Tender or not) shall treat the details of this document as private and confidential.

18.0 Full payment of the Servicing Price shall be made within 45 days after the completion of Works as confirmed by the Engineer.

## **Work Descriptions and Specifications**

### **1.0 General Description of Project**

This Specification relates to 1 years contract for the maintenance and servicing of the Air Conditioners at Batang Ai Power Station and Township.

### **2.0 Scope of Works**

The scope of work covers the supply of manpower, consumable materials, tools and equipment for the maintenance and servicing of the Air Conditioners at Batang Ai Power Station and Township.

- (a) It is a 1 years contract, that include 4 times (Quarterly) schedule servicing and Maintenance of Air-Conditioning at the Power Station and Township including immediate rectification of any parts of the system observed during the inspection and service.
- (b) During the contract period, the successful Tenderer shall do the emergency repair service during or after normal office hour as and when required as instructed by the Corporation Representative. All cost incurred including the cost of replaced spare part and consumable parts as stipulated in Schedule of unit rates in the Form of Tender shall deem to be included in the servicing Contract.

#### **A) Half-Yearly Services and Maintenance or 4 times in the contract period.**

##### **Air Cooled Split Unit /window type System**

Inspect and check copper refrigerant piping for leaks or defective insulation and rectify. All units shall be taken out if possible for thorough cleaning and checking in accordance with Manufacturer's recommendation and to at least the following:

##### **a) Air Conditions**

- (a) General service and Check all air filters.
- (b) Clean all coils with brushes and water or any other method that is applicable. (Before checking air filters).
- (c) Check for gas leakage, rectified and refilled as required.
- (d) Check for blocked and leakage drains piping and rectified as required.

- (e) General and thorough checking on the whole air-condition unit and rectified and replaced any faulty parts found.
- (f) Perform touch-up painting on exposed rusted surface.
- (g) Check all cooling coils at evaporator and refrigerant piping for leaks and rectify.
- (h) Check and test all safety switches. Rectify or adjust as necessary.
- (i) Check and test all automatic control devices, rectify/adjust as required.

#### **b) Condenser Units**

- (a) Clean all condenser coils with brushes and water or any other method that is applicable.
- (b) Perform touch-up painting on exposed rusted surface.
- (c) Check and clean cooling fins.
- (d) Check the operation of fan, fan bearing and lubricate as necessary.
- (e) Check all bolts and nuts for tightness and tighten as necessary.
- (f) Record compressor's running current.
- (g) Check the copper tubes on condenser for leaks and rectify as necessary.

#### **c) Electrical**

- (a) Check and tighten all electrical terminals at the MCBs.
- (b) Inspect electrical wirings and rectify as required.

#### **B) Repair Works**

All air conditioners must be attended immediately upon receipt of instructions and completed within two (2) weeks. All units being rewind shall carry a minimum guarantee or warranty period of six (6) months.

**C) General information of Air condition available at SESCO Batang Ai.**

Nos.	Locations	Air-condition type	Model and sizes	Quantity
1	P/S General office	Wall Mounted split type Air-conditioner	Panasonic CS-PC12MKH 12000 BTU	2
2	Clerk office	Wall Mounted split type Air-conditioner	GREE 6153W 3.2KW	1
3	Mech. Engineer office	Wall Mounted split type Air-conditioner	GREE 6153W 3.2KW	1
4	Receptionist office	Wall Mounted split type Air-conditioner	Panasonic CS-PC24MKH 24000 BTU	1
5	Electrical Engineer office	Wall Mounted split type Air-conditioner	TRANE 11000BTU	1
6	Manager office	Wall Mounted split type Air-conditioner	Panasonic CS-PC24MKH 24000 BTU	1
7	Control Room	Wall Mounted split type Air-conditioner	GREE 6153W 3.2KW	7
8	D.C Service room	Wall Mounted split type Air-conditioner	Panasonic CS-C24CTH 24000 BTU	3
9	Common service room	Wall Mounted split type Air-conditioner	Panasonic CS-PC24MKH 24000 BTU	3
10	Electrical Store	Wall Mounted split type Air-conditioner	Panasonic CS-PC24MKH 24000 BTU	2
11	Communication Room	Wall Mounted split type Air-conditioner	Panasonic CS-PC24MKH 24000 BTU	2
12	L1 Fitters Rest Room	Wall Mounted split type Air-conditioner	Panasonic CS-C18GKH 9000 BTU	1
13	Conference room	Wall Mounted split type Air-conditioner	TRANE 30000 BTU	1



14	Dam Surv.Office	Wall Mounted split type Air-conditioner	ASCON AWMO9N-AMLBF 9000 BTU	2
15	Security Office	Wall Mounted window type Air-conditioner	ASCON AWM20GN-AMLBF 19000 BTU	1
16	Archive Room	Wall Mounted window type Air-conditioner	ASCON AWM20GN-AMLBF 19000 BTU	1
17	Town Ship Office	Wall Mounted split type Air-conditioner	ASCON AWM20GN-AMLBF 19000 BTU	12
		Wall Mounted window type Air-conditioner	ASCON 24000 BTU	3
18	Guest Room 1-8	Wall Mounted window type Air-conditioner	GREE GWCN09EANKIAA/0 9000 BTU	1
19	Guest House 1	Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 10000 BTU	2
			National CU-C93KH 9000 BTU	1
20	Guest House 2	Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 10000 BTU	1
			National CU-SC91KH 9000 BTU	1
			Panasonic CS-PC9JKH 9000 BTU	1
21	Guest House 3	Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 10000 BTU	1
			National CU-SC91KH 9000 BTU	1
			Panasonic CS-PC9JKH 9000 BTU	1

22	Guest House 4	Wall Mounted window type Air-conditioner	Panasonic CS-PC24MKH 24000 BTU	1
			Panasonic CS-PC18JKH 19000 BTU	2
			National CU-SC91KH 9000 BTU	2
			National CU-SC91KH 13000 BTU	1
			Hitachi RAC-10CV2 13000 BTU	1
23	Guest House 5	Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
			National CU-SC91KH 13000 BTU	2
24	Guest House 6	Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
			National CU-SC91KH 13000 BTU	2
25	Quarter No.7	Wall Mounted window type Air-conditioner	Panasonic CS-PC18JKH 19000 BTU	2
			LG HS-C186C4A1 19000 BTU	1
26	Quarter No.8	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	LG HS-C186C4A1 19000 BTU	1
27	Quarter No.9	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	LG HS-C186C4A1 19000 BTU	1
28	Quarter No.10	Window Type Air-conditioner	ACMA 13000 BTU	1

		Wall Mounted window type Air-conditioner	LG HS-C186C4A1 19000 BTU	1
29	Quarter No.11	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	LG HS-C186C4A1 19000 BTU	1
30	Quarter No.12	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	LG HS-C186C4A1 19000 BTU	1
31	Quarter No.13	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	LG HS-C186C4A1 19000 BTU	1
32	Quarter No.14	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	LG HS-C186C4A1 19000 BTU	1
33	Quarter No.15	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	LG HS-C186C4A1 19000 BTU	1
34	Quarter No.16	Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
35	Quarter No.17	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
36	Quarter No.18	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
37	Quarter No.19	Window Type Air-conditioner	ACMA 13000 BTU	1

		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
38	Quarter No.20	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
39	Quarter No.21	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
40	Quarter No.22	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
41	Quarter No.23	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
42	Quarter No.24	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
43	Quarter No.25	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
44	Quarter No.26	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
45	Quarter No.27	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
46	Quarter No.28	Window Type Air-conditioner	ACMA 13000 BTU	1

		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
47	Quarter No.29	Window Type Air-conditioner	ACMA 13000 BTU	1
		Wall Mounted window type Air-conditioner	Hitachi RAC-10CV2 13000 BTU	1
48	Recreation Hall (Dewan Stell Sindau)	Cassette Type Air-conditioner	Panasonic CU-PC24DB4H 24000 BTU	4
			Panasonic CU-PC18KKH 18000 BTU	1
49	ASTRO Room	Wall Mounted window type Air-conditioner	Panasonic CU-PC18KKH 18000 BTU	1
50	Canteen	Cassette Type Air-conditioner	Panasonic CU-PC24DB4H 24000 BTU	8
51	Canteen (Meeting Room)	Cassette Type Air-conditioner	Panasonic CU-PC24DB4H 24000 BTU	1
52	Double Story Hostel	Wall Mounted window type Air-conditioner	LG HS-C186C4A1 19000 BTU	4
53	Single Story Hostel (VVIP Lounge )	Wall Mounted window type Air-conditioner	LG AWN09GH-AMLBF 9000 BTU	2
54	Single Story Hostel Room No.1	Wall Mounted window type Air-conditioner	LG HS-C186C4A1 19000 BTU	1
55	Spillway Control Building	Wall Mounted window type Air-conditioner	Panasonic CS-PC9JKH 24000 BTU	2

#### **D) Consumable Materials/Spare Parts**

The contractor is required to replenish the consumable materials or replace the spare parts as approved by the Corporation's Representative in accordance with the unit rates stipulated in Schedule of Unit Rates of consumable Materials/Spare Parts for Maintenance in the Form of Tender.

All materials supplied for maintenance shall be in accordance with the manufacturer's recommendations. The contractor shall provide such assistance, instruments, etc. as are normally required for examining the quality, weight or quantity of the materials. Materials, which are rejected by the Corporation's Representative, shall be removed from site.

The quantity of materials used shall be recorded and certified by corporation's representative after each operation for payment. The Contractor is required to keep in stock adequate materials at all times within the Contract period.

### **3.0 Materials and Workmanship**

The Contractor shall provide all materials of the best quality and new and kind specified in the Specification or approved equal for the Contract. SESCO Representative may reject any material or workmanship which, in his opinion, are not up to the approved standard. Where materials or workmanship are rejected by the SESCO Representative, the Contractor must immediately remove from the site or demolish and remove from the site and make good the said rejection at his own expenses.

### **4.0 Clearance of Site on Completion**

On completion of the Works, the Contractor shall clear away and remove from the site all constructional plant, surplus materials, rubbish and temporary works of every kind immediately from site and leave the whole of the site and works clean and in workmanlike condition to the satisfaction of SESCO Representative

### **5.0 Company's Role and Right**

SESCO reserves the right to:-

- (a) Cancel this Contract or let it out to their own workmen or other contractors for unsatisfactory performance on the part of the Contractor.
- (b) Stop work if the Contractor does not comply with the OSHA/Syarikat SESCO Bhd Standard Practice of Local authority requirement.
- (c) Reject the lowest or any tender. Accept the tender in whole or part.
- (d) Reject any claim which was not spell out in the schedule of rate but would be deemed necessary for the proper execution of the project

### **6.0 Working Schedule**

The Working Schedule shall be as follows:

Monday to Friday: 8:00AM to 5:00PM

All Saturday, Sunday and Public Holidays are off.

If the Contractor wish to work outside the working hours specified above, he shall apply for permit 24 hours in advance.

## **7.0 Payment**

Payment shall be made within 45 days from the date of approval of the Contractor's claim by the Engineer upon completion of their Works and Services.